

Emergency Evacuation Plan Template

Canyon creeks can flood quickly with little warning. Emergency Management Plans help protect people, minimize interruptions of services, protect buildings and assets from damage and prevent environmental contamination due to flood events. This Emergency Evacuation Plan is a key component of an Emergency Management Plan to help you plan for a flood event and successfully evacuate if needed.

In addition to this Emergency Evacuation Plan, the following items should be considered:

- What is the flood risk in the area?
- What resources will be needed to continue operations after a flood event?
- How can important documents and data be protected or backed-up?
- How can you minimize damages to your facility?
- What training is needed to help people know how best to respond during a flood emergency?
- Are chemicals or other hazardous substances stored in locations that are safe from flooding?
- Where are the best locations to post the evacuation route?
- Where should the Emergency Management Plan be kept for quick reference?
- How can you ensure that the plan is periodically reviewed and kept up to date?

Visit www.boulderfloodinfo.net for guidelines on how to prepare your Emergency Management Plan and to learn more about the flood risk in Boulder.

Please note that if an Emergency Management Plan is required for your facility as part of a floodplain development permit application, it must be certified by a Colorado-registered professional engineer or Certified Facilities Manager.

For more information on the City of Boulder's floodplain regulations and floodplain development permits, please contact the Planning and Development Services Center at 303-441-1880 or plandevlop@bouldercolorado.gov.

Emergency Evacuation Plan

Facility Information:

Name _____

Address _____

Phone Numbers _____

Emergency Contact:

Name _____

Title _____

Phone Numbers _____

Situational Awareness:

Who is responsible for monitoring weather conditions? _____

How does your facility stay informed about severe weather? (check all that apply)

Weather Radio Television Internet Nation Weather Service Alerts

Other: _____

Plan Activation:

What actions will be taken in response to the following situations?

- Severe weather forecast _____
- Flood watch (flooding probable) _____
- Flood warning (flooding imminent) _____
- Other emergency alerts
 - Outdoor warning sirens _____
 - Contact by an emergency notification system _____
 - University of Colorado Campus Alerts _____
 - Other emergency alerts (please specify) _____

Emergency Evacuation Plan

Roles and Responsibilities:

Role/Responsibility	Name/Position	Phone	e-mail
Evacuation Team Leader			
Notifications to persons within your facility			
Notifications to persons outside your facility			
Arranging transportation			
Securing the facility prior to evacuation			
Bringing any needed supplies			
Taking role at the evacuation site			

Notifications:

Who will be notified of the evacuation? (check all that apply)

- Employees
 Students/Residents
 Visitors
 Emergency Management
 Family members
 Other: _____
 Attach contact information for all persons to be notified of the evacuation.

Communications Protocols:

People within your facility will be notified of the evacuation using the following (check all that apply):

- Verbal announcements
 Intercom
 E-mail
 Phone
 Text message
 Other: _____

People outside your facility will be notified of the evacuation using the following (check all that apply):

- Radio announcement
 E-mail
 Phone
 Text message
 Other: _____

Emergency Evacuation Plan

Evacuation Route and Location:

People should assemble at the following location for accounting by the staff evacuation team:

- Attach a copy of the emergency evacuation route map to this plan.
- Post copies of the emergency evacuation route map at highly visible locations throughout the facility and on the inside of the doors to all lodging units.

Facility Considerations:

Pre-evacuation preparations (if time allows):

- Collect important documents/items Turn off utilities Lock doors
- Move items susceptible to flooding to higher locations (such as on top of tables or to upper floors)
- Other: _____
- Other: _____
- Other: _____

Transportation:

Describe any special transportation needs:

Certification:

This plan was prepared by: _____ Date: _____